

COMMUNICATIONS TECHNICIAN I/II

DEFINITION

Under supervision, installs, maintains, and repairs electronic communications equipment.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a division supervisor.

Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Positions in these classes are flexibly staffed. Communications Technician I incumbents are expected to progress with appropriate training, experience and satisfactory performance to Communications Technician II, the journey level of the class series. While in the Communications Technician I class, incumbents will not achieve permanent status within the classified service, as defined in Fresno Municipal Code Section 3-201. These classes differ from Senior Communication Technician in that incumbents in the latter provide lead direction to subordinate technicians and perform the more complex telecommunications repair tasks.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Installs, repairs and maintains portable and mobile radio receivers, transmitters, base stations, and microwave and multiplex transmission systems used in the City service.

Installs and maintains various types of electronic equipment such as scanning receivers, electronic sirens, radar equipment, sound reinforcement systems, video display terminals, telephone equipment, and assorted electronic equipment.

Installs and maintains antennas, transmission lines and related components on towers, poles, buildings and other structures.

Operates a variety of electronic test equipment.

Makes radio frequency emission inspections in accordance with Federal Communications Commission (FCC) regulations, prepares various reports required by the FCC. May assist as needed with the applications and renewals of licenses required for the radio transmitters in the City system.

Maintains records including time cards, work orders, schematics, and other related documents.

Enters data into, and retrieves information from computerized inventory systems.

Assist new operators in the use of radio and telecommunications equipment.

Designs and fabricates simple electronic circuits.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

(By the end of the probationary period, incumbents must demonstrate adequate knowledge, abilities, and skills to perform tasks at the journey level.)

Knowledge of:

The practices, methods, materials, and equipment used in installing, maintaining, repairing and testing various types of electronic equipment.

Communications and electronic theory and its application to municipal communications systems.

Pertinent Federal Communications Commission (FCC) rules and regulations, and requirements of FCC reports.

Skill in:

The use of electronic telecommunications equipment.

The use of tools and testing devices used in servicing telecommunications equipment, such as frequency meters, modulation meters, oscilloscopes, power meters, and analog and digital multi-meters.

Ability to:

Locate and repair defects in electronic telecommunications receiving and transmitting equipment.

Read and understand plans, blueprints and schematics of electronics equipment, including radio, microwave, video, telephone and data.

MINIMUM QUALIFICATIONS

Communications Technician I:

Experience:

Three years experience as an Electronic Equipment Installer with the City of Fresno.

OR

Education:

Completion within the last five years of 24 units of electronics, electrical engineering, communications, telecommunications or closely related course work from an accredited college,

university, or training program. One year of journey level experience in the maintenance and repair of radio and/or telecommunications transmitting and receiving equipment may be substituted for twelve units of the required course work.

Communications Technician II:

Experience:

One year of experience equivalent to that gained as a Communications Technician I with the City of Fresno or two years of journey level experience in the maintenance and repair of radio transmitting and receiving equipment and/or telecommunications.

AND

Education:

Completion of 24 units of electronics, communications, telecommunications or closely related course work from an accredited college, university or training program. Additional qualifying experience and/or training as approved by the appointing authority may be substituted for the required coursework on the basis of twelve semester units equals one year of experience.

Special Requirements

Possession of a valid California Drivers License at time of appointment.

A Communications Technician I may be promoted to Communications Technician II upon the recommendation of the appointing authority. Incumbents will be expected to progress to a Communications Technician II upon meeting the minimum qualifications, demonstrating an ability to perform the full range of duties and satisfactory performance. Incumbents in a Communications Technician I class will be expected to meet all requirements and advance to Communication Technician II within 18 months following appointment, or he/she will be terminated from this classification.

Recruitment may be limited to a specific area of expertise as required by operational needs. The specific areas of expertise are listed below:

1. Telecommunications
2. Radio systems

APPROVED: _____
Director

DATE: _____